The National Association of Radio and Telecommunications Engineers (NARTE), Inc.

DANTES Test Centers' Authorization

The National Association of Radio and Telecommunications Engineers (NARTE), Inc., authorizes military installations with DANTES test centers to administer the NARTE examination.

Background

NARTE was founded in 1982 as a nonprofit certification organization due to deregulation and encouragement of the Federal Communications Commission (FCC) for private industry to establish certification standards. Industry leaders formed NARTE and a comprehensive certification program for telecommunications engineers and technicians.

Year	Other Milestones
1988	At the request of an U.S. Navy command, NARTE became the administrative agent for a separate and distinct EMC certification program.
1993	The FCC certified NARTE as a Commercial Operators License Examination (COLE) Manager, authorized to administer all examination elements for FCC licensure.
1994	The Electrostatic Discharge Control (ESD) Association selected NARTE to implement and administer a certification program for EDC Engineers and Technicians.
1996 1999 2000	In response to the Telecommunications Act, NARTE provided expertise to support the Federal Government's Telecommunication Access Advisory Committee and established the Association of Access Engineering Specialist (AAES) as a subgroup under NARTE to develop guidelines, establish criteria, and determine a method for "readily achievable access" for disabled persons to all types of telecommunications equipment.

More than 16,000 Telecommunications, Electromagnetic Compatibility (EMC/ EMI) and Electrostatic Discharge (ESD) Control engineers and technicians have met the rigid certification criteria encompassing education, training, experience, supervisory and peer references, and successful examination completion. The competency of NARTE-certified personnel has prompted many of the telephone, rail, power, pipeline, and other industry corporations to mandate or prefer NARTE certification as a prerequisite to employment.

Description

Description   NARTE offers certification based on the following areas :
- Education
- Experience
- Supervisory and peer references, and
- Testing

Some important facts about the NARTE Telecommunications, EMC, and ESD certification examinations are:

No.	Telecommunications Certification	EMC or ESD
1	Telecommunications disciplines include RF, Non-RF, wireless, photonic systems, PCS/PCN, cellular, satellite, LAN, WAN and more.	EMC disciplines are bonding, grounding, and shielding.
2	• 4 certification levels for technicians • 3 levels for engineers.	ESD focuses on problems, engineering design, and corrective measures for minimizing electrostatic discharge.
3	Entry level is: • Class III for engineers. • Class IV for technicians **Initial certification may be at a higher level depending on years of experience, education and training, references, and testing.**	Testing is mandatory but may be taken at any time, although the required number of year's experience hasn't been met.
4	• More than a score of certification endorsements may be awarded to the basic certificate. • Endorsements are offered in RF, non-RF, or both, depending on expertise.	Certification as a technician requires 6 years of EMC/ESD technician experience. Certification as an engineer requires 9 years of EMC/ESD engineering experience.

NARTE is certified as a COLE manager by the FCC and administers examinations for all written elements necessary for FCC licensure.

How to Obtain an Application Package

Application Process

To obtain an application package:

The applicant	NARTE
Requests an application package by writing or calling: **NARTE** **P.O. Box 678** **Medway, MA 02053** **Phone: (508) 533-8333** **Toll Free: 1-800-896-2783** **FAX: (508) 533-3815** **Internet:** www.narte.org **E-mail:** narte@narte.org	Contacts the TCO and determines the applicant's appropriate certification level (APPLICABLE TO CERTIFICATION CANDIDATES ONLY)
Forwards completed application package to NARTE.	Provides the applicant with a letter to be presented to the test examiner.
	Ensures the appropriate tests are at the test center by the examination date.

Program Materials and Assistance

Necessary Materials or Assistance

Obtain brochures, pamphlets, applications, other materials, and information by contacting:

NARTE	**Phone:** (508) 533-8333
P.O. Box 678	**Toll Free: 1-800-896-2783**
Medway, MA 02053	**FAX:** (508) 533-3815

Internet: www.narte.org
E-mail: narte@narte.org

Certification Criteria

Eligibility

Any individual who demonstrates the required experience or education and provides references to support competency is eligible to apply for NARTE certification and membership.

FCC Licensure

Candidates seeking FCC licensure should write NARTE for required application material. They must:

- Indicate a preferred testing location, and
- Submit the application 4 weeks prior to the desired test date

NOTE: Candidates' examination scores are electronically filed.

Certification Criteria, Continued

Telecommunications Technicians   The following chart identifies the certification requirements for Telecommunications technicians by class. They are:

Class IV Technician	• Pass test with a 75 percent score • Provide one supporting reference from a current supervisor or instructor	• Provide evidence of completion of course of study in radio or telecommunications electronics or • Show work experience
Class III Technician	• Pass test with a 75 percent score, or • Pass written Elements 1 and 3 examinations • Provide two references; one from a current supervisor and one from an individual who is familiar with the applicant's work	• Have a minimum of 2 years experience • Provide evidence of having completed a vocational training course through an educational institution or an internal company training course or • Show work experience

NOTE: Submit 10 multiple-choice questions with correct answers and supporting references in the areas of the applicant's telecommunications competence and expertise.

Certification Criteria, Continued

Tele-communications Technicians (continued)

Class II Technician	• Pass test with a 75 percent score • Qualify for a minimum of one endorsement in either RF or non-RF. • Provide three references; one from a current supervisor and two personal references from individuals familiar with the applicant's work.	• Have 6 or more years of verifiable experience in the radio or telecom-munications industry and • Submit evidence of completion of training or show work experience or show work experience.
Class I Technician	• Pass test with a 75 percent score. • Qualify for a minimum of one endorsement in **either** RF or non-RF. • Provide four references; one from a current supervisor and three personal references from individuals familiar with the applicant's work.	• Have 8 or more years of verifiable experience in the radio or telecom-munications industry and • Submit evidence of completion of training.

NOTE: Submit 10 multiple-choice questions with correct answers and supporting references in the areas of the applicant's telecommunications competence and expertise.

Certification Criteria, Continued

Telecommunica-tions Engineers
The certification requirements for telecommunications engineers by class are:

Class III Engineer	• Pass test with a 75 percent score. • Have a BSEE degree or equivalent and/or a minimum of 4 years of verifiable experience as a bonafide tele-communications engineer.	• Provide three references • One from a current supervisor, and • Two personal references from individuals familiar with the applicant's work.
Class II Engineer	• Pass test with a 75 percent score. • Have a BSEE degree or equivalent and/or a minimum of 6 years verifiable experience as a bonafide telecommunications engineer.	• Provide four references • One from a current supervisor, and • Three from individuals familiar with the applicant's work.
Class I Engineer	• Pass test with a 75 percent score. • BSEE degree or equivalent and/or a minimum of 8 years verifiable experience as a bonafide tele-communications engineer.	• Provide four references • One from a current supervisor, and • Three from individuals familiar with the applicant's work.

NOTE: Submit 10 multiple-choice questions with the correct answers and supporting references in the area of the applicant's telecommunications competence and expertise.

Certification Criteria, Continued

EMC or ESD Certification Criteria

The two certification requirements for EMC or ESD are:

EMC or ESD Technician	• Pass test with a 70 percent score.
	
	• Have 6 or more years of bonafide experience as an EMC or ESD Technician.
	
	• Graduated from a school or college with curriculum in electronics technology.
		• Provide three references
		
		  • One from a supervisor, and
		
		  • Two from individuals familiar with the applicant's work

EMC Engineer Or ESD Engineer	• Pass test with a 70 percent score.
	
	• Have 9 or more years of verifiable experience as an EMC Engineer or ESD Engineer and/or BSEE or equivalent (transcript required)
	
	The number of years of credited college work counts as part of the 9 years of required experience. Postgraduate degrees may count as an additional year of experience and up to 2 years of teaching experience may be allowed.
		• Provide three references
		
		  • One from a supervisor, and
		
		  • Two from individuals familiar with the applicant's work.

NOTE: Submit 10 multiple-choice questions suitable for entry into the EMC or ESD test data bank.

Certification Fees

Certification Fees   The NARTE certification examination fees are:

NARTE Areas	Initial Fees	Renewal Fees
Telecommunications		
• Technician IV	$ 25	$ 23
• Technician III	28	
• Technician II	34	
• Technician I	39	
• Engineer III	49	
• Engineer II	59	
• Engineer I	69	
NOTE: Additional endorsements are $5 each up to a maximum of $30 for non RF on the initial certificate only. There is no renewal charge for endorsements already granted.		
EMC/ESD		
• Technician	$ 49	$ 49
• Engineer	49	49

Certification Fees, Continued

FCC Fees The FCC examination fee is $40 per sitting, with a maximum of 6 hours total examination time. Examinees may take any combination of Element exams within the 6-hour time limit. Time limits for FCC exams are as follows:

Examination	Time Limit
Element 1	1 hour
Element 3	3 hours
Element 5	1 hour
Element 6	3 hours
Element 7	3 hours
Element 8	2 hours
Element 9	1 hour

Administration

Administration Conus DANTES test centers (including Alaska and Hawaii) may administer NARTE examinations <u>quarterly</u>, or in exceptional cases, on a demand basis.

Military Administration **ADMINISTER NARTE EXAMINATIONS TO ELIGIBLE ACTIVE DUTY MILITARY AND RESERVE COMPONENT PERSONNEL ON AN UNFUNDED (EXAMINEE PAYS) BASIS UNLESS EXISTENT MILITARY REGULATIONS PROVIDE OTHERWISE.**

Civilian Administration DANTES Test Centers may administer NARTE examinations to the following civilians on an **UNFUNDED (EXAMINEE PAYS) AND SPACE-AVAILABLE BASIS** according to local command policy and Service regulations:

- Retired military personnel
- Military family members
- Veterans, and
- U.S. federal employees

Administration, Continued

Postponing Administration

Examinations may be postponed if:

- Testing materials are received after the scheduled testing date, or
- Extraordinary circumstances, such as military exercises, etc., force the examinee to miss the testing schedule

Scoring

Telecommunications Examination Scoring

Return the telecommunications examination for scoring by NARTE headquarters, and the examinee will be advised as to pass or fail within 10 working days.

EMC/ESD/FCC Examination Scoring

EMC, ESD, and FCC certification examinations must be returned for scoring by NARTE headquarters. Send completed examinations and other materials to:

**NARTE
P.O. Box 678
Medway, MA 02053**

NOTE: Applicants will be advised as to pass or fail within 10 working days for the FCC examination and 15 working days for the EMC or ESD examinations.

Refunds

Refunds

Membership/certification fees and test processing fees are not refundable. Once membership and certification fees are paid, they will be fully credited to the applicant and remain valid until such time as the applicant successfully passes the examination.

Retesting

Retesting
Examinees who fail may retake the exam following a **waiting period of not less than 90 days.** They must also pay a test processing fee of $20.

FCC Candidates
FCC candidates who fail the examination may retake it at any time. A $40 examination-processing fee is required each time the candidate sits for an examination.

Certificate Maintenance

Certificate Maintenance
Each level of certification is valid for a period of 1 year. To renew certification, personnel must provide NARTE assurance that they are still practicing and pay the annual renewal fee.

Achievements/ Education Courses
Identify specific achievements and/or educational courses completed during the past year and submit to NARTE annually.

Upgrade
Individuals certified at levels other than Class I in telecommunications may upgrade to the next level upon meeting the prerequisite criteria for that level.

Revocation
NARTE has exclusive authority to revoke certification of individuals who:

- Practice deceit or fraud in obtaining a certification, and
- Are found guilty of:
  - Negligence
  - Incompetence, or
  - Misconduct

in the practice of EMC, ESD, or Telecommunications engineering or technology as an accredited engineer or technician.

Problems

Problems   If information pertaining to the NARTE examinations is not received in a timely manner, please contact NARTE directly.

Security

Test Loss and/or Compromise   Refer to Part I of the *DANTES Examination Program Handbook (DEPH)* for complete instructions if there is a NARTE test loss or compromise.

Contact DANTES <u>immediately</u> and refer to specific Service regulations for complete procedures. DANTES address is:

DANTES   **Phone: (850) 452-1360**
Code 20F   **DSN: 922-1360**
6490 Saufley Field Road **Fax: (850) 452-1161**
Pensacola, FL 32509-5243

Web Pages

NARTE Web Address	NARTE's web site is http://www.narte.org.
DANTES Address	Access the DANTES web pages at http://www.dantes.doded.mil.
DANTES E-mail	The DANTES Certification Program E-mail address is certprog@voled.doded.mil.